Sample Minutes Template

(Club/Association)Meeting

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | | | | | | | | | |
| 1 | Welcome and Introduction | | | | | | | | | |
| 2 | Present: | | | | | | | | | |
|  | Apologies: | | | | | | | | | |
|  | Guests: | | | | | | | | | |
| 3 | Declaration of interests | | | | | | | | | |
| **Who** | | **Conflict of interest disclosed** | | | | | **Note** | | |
|  | |  | | | | |  | | |
|  | |  | | | | |  | | |
| 4 | Acceptance of minutes of previous [committee or board] meeting  Proposed resolution: That the minutes of the [committee or board] meeting held on [date] be accepted. | | | | | | | | | |
| **Moved:** | | |  | | **Seconded:** | | |  | |
| Passed/Not passed | | | | | | | | | |
| 5 | Business Arising From Minutes  5.1 | | | | | | | | | |
| 5.2 | | | | | | | | | |
| 5.3 | | | | | | | | | |
| 5.4 | | | | | | | | | |
| 6 | 6.1 Inward Correspondence | | | | | | | | | |
|  | | | | | | | | | |
| 6.2 Outward Correspondence | | | | | | | | | |
|  | | | | | | | | | |
| Proposed resolution: That the inward correspondence be accepted and the outward endorsed. | | | | | | | | | |
| **Moved:** | | |  | | **Seconded:** | | |  | |
| Passed/Not passed | | | | | | | | | |
| 7 | Reports | | | | | | | | | |
| 7.1 President’s Report  Proposed resolution: That the President’s report be accepted | | | | | | | | | |
| **Moved:** | | | |  | | **Seconded:** | | |  |
| Passed/Not passed | | | | | | | | | |
| 7.2 Financial  Proposed resolution: That the finance report be accepted | | | | | | | | | |
| **Moved:** | | |  | | **Seconded:** | | |  | |
| Passed/Not passed | | | | | | | | | |
| 7.3 Other  Proposed resolution: That the (other) report be accepted | | | | | | | | | |
| **Moved:** | | | |  | | **Seconded:** | | |  |
| Passed/Not passed | | | | | | | | | |
| 8 | Special Projects | | | | | | | | | |
| 9 | General Business | | | | | | | | | |
| 10 | Closure:  And Date of Next meeting | | | | | | | | | |
| **Time:** |  | | | | | | | | |
| **Date:** |  | | | | | | | | |
| **Place:** |  | | | | | | | | |

|  |  |
| --- | --- |
| **Minute taker:** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Date:** |  |